

**MAINE REAL ESTATE COMMISSION**  
**COURSE GUIDELINES**  
**ASSOCIATE BROKER PRACTICE**  
**Course Level: Associate Broker**  
**Minimum 42 Classroom Hours**  
**Revised & Effective December 21, 2004**

*Course Overview: The Real Estate Commission has identified the following as the minimum competencies required of a licensee at the Associate Broker level regarding real estate practice. Successful completion of this course, combined with successful completion of the Associate Broker Law course, qualifies a candidate to sit for the licensing examination. Candidates must submit a Request for Examination Authorization Form to the Real Estate Commission together with original transcripts for the courses to receive permission to take the licensing examination. Candidates completing the two courses as part of a business degree program may be eligible to waive the licensing examination..*

- I. Assessing and Explaining Property Valuation and the Appraisal Process (20%; approximately 8 hrs)**
  - A. Principles, types and estimates of property value**
  - B. Influences on property value**
  - C. Approaches to property valuation**
    - 1. cost**
    - 2. income**
    - 3. market**
  - D. Investment analysis**
- II. Real Estate Financing (15%; approximately 6 hrs)**
  - A. Financing instruments (e.g., notes, mortgages, contract for deed, deed of trust)**
  - B. Secondary mortgage markets, seller financing**
    - 1. Influencing forces and the effect of changes in the secondary market on residential transactions**
  - C. Types of Loans**
  - D. Financing concepts and terminology**
  - E. Lender requirements and obligations**
- III. Information Gathering Skills (9%; approximately 4 hrs)**
  - A. Property conditions and disclosures (e.g., property, environmental)**
  - B. Situations requiring licensee to identify sources of information**
  - C. Relevant sources**
  - D. Reliability of information**
- IV. Taking the Transaction from the Brokerage Agreement through the Closing (35%; approximately 15 hrs)**
  - A. Duties of licensee as the listing agent, buyer agent, sub-agent or transaction agent**
  - B. Describe fulfillment of duties**
  - C. Principles of problem solving**
  - D. Settlement procedures**
  - E. Settlement documents (e.g., title review, RESPA)**
  - F. Financing costs, property taxation, proration calculations and other closing costs**
- V. Leases, rents and property management (21%; approximately 9 hrs)**
  - A. Types and elements of leasehold estates, leases, lease clauses and rental agreements**
  - B. Lessor and lessee rights, responsibilities and recourse**
  - C. Management contracts and obligations of parties**

**EVALUATION TECHNIQUES:** Student performance will be evaluated based on a minimum of three quizzes and a comprehensive final exam. The comprehensive quizzes and final exam required by the Commission may not be open book. Attendance and participation shall be taken into consideration. A final grade of at least 75% is required to pass the course.